

MONTANA WIC PROGRAM

STATE PLAN & POLICIES MANUAL

Chapter 3 - State Agency Operations

Overview

Introduction

This chapter provides a description of the State Agency operation of the Special Supplemental Nutrition Program for Women, Infants and Children in accordance with Federal Regulations.

In this Chapter

This chapter contains the following sections:

For Information on . . .	See Section. . .
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Section A - Internal Operations

Overview

Introduction

The State Agency is the administrative designee of USDA for the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) under the Department of Public Health and Human Services (DPHHS) in Montana.

In this Section

This section contains the following topics.

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Program Goals and Objectives

Administrative: Goal

Ensure that pregnant, breastfeeding and postpartum women, infants and children from financially qualifying families who are at nutritional risk have expedient access to quality WIC services

Caseload Management Plan Objectives

Update and revise the caseload management plan to determine supportable caseload levels.

Objective	Completed By
Evaluate statewide monthly caseload and forecast expected level for three-year period.	Dec. 1, 2004
Revise three-year forecast of revenues for food and program services and administration.	Apr. 1, 2005
Implement Outreach Plan and increase participation to 70% of estimated eligibles.	Sep. 30, 2005

Program Plan Objectives

Program enhancement within Family and Community Health Bureau.

Objective	Completed By
Cooperate and assist with Family & Child Health Dental Health goals	Sep. 30, 2005
Complete work on establishing Memorandum of Understanding (MOU) with other Child/Nutrition Programs (MCH, Immunizations, Head Start, etc).	Jun. 30, 2005
Coordinate training activities with other Maternal and Child Health programs.	Sep. 30, 2005
Implement Customer Service/Satisfaction Surveys	Sep. 30, 2005
Review and update Administrative Rules for the Nutrition Section	Jun. 30, 2005

Information Services Objectives

To upgrade the current WIC Automated System to improve the functionality to meet the demands of technology changes. Continue the process of developing a new automated system for WIC.

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Objective	Completed By
Continue to work toward completion of the WIC Automated System Areas for Improvement. Work orders have been signed and are in place. Progress will be dependent on programmer time and available funds for many of the projects.	Sep. 30, 2006
Evaluate the plausibility of the CITRIX-based communications infrastructure for the WIC Information Processing Enterprise.	Sep. 30, 2005
Review and update the four year equipment replacement plan. Implement year one of the plan by purchasing and installing the equipment. Plan by Sep. 30, 2004.	Sep. 30, 2005
Convert food instrument printing from dot-matrix impact printing to laser printing. Change from pre-numbered food instrument stock to on-demand numbering and MICR coding.	Sep. 30, 2005
Upgrade communication workstations from WIN95 operating system to XP operating system with appropriate programming changes. Change access from dialup to network. Allow laptop computers to communicate via network.	Sep. 30, 2005

Contract Services Objectives

Improve contract service and reimbursement of local agency contracts.

Objective	Completed By
Work with funding formula committee to review changes made to FY05 funding bands for regional contracts. Determine funding bands for 2006.	Apr. 30, 2005
Study and evaluate the impact to Local Agency WIC Clinics of moving to regional contracts. Make changes to WIC Regions as necessary.	Sep. 30, 2005

Retailer Services Objectives

Fully implement the Retailer Management System of the Automated WIC System in order to protect the integrity of the food delivery system for the Montana WIC Program.

Objective	Completed By
Continue upgrading and improving Retailer State Plan regulations.	Sep. 30, 2005
Ensure necessary state rules and regulations are in agreement with all elements of the federal food delivery rule.	Mar. 31, 2005

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Revise, reformat and print new Retailer Reference and Local Agency Retailer Coordinator Manuals.	Jun. 30, 2005
Request Operational Adjustment funding for new retailer and participant training videos. Investigate usefulness, availability and costs for retailer training DVD's.	Sep. 30, 2005
Contact old members of retailer advisory committee and seek new members to activate the Retailer Advisory Committee.	Dec. 31, 2004
Create and distribute new picture food list for both participants and retailers.	Nov. 1, 2004

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Program Goals and Objectives

Nutrition Services: Goals

Promote the health of women, infants, children and families in Montana by developing and delivering nutrition services which allow each individual to reach his or her full potential.

Increase to at least 75% the proportion of mothers who exclusively or partially breastfeed their babies in the early postpartum period and increase to at least 50% the proportion who continue breastfeeding until their babies are 6 months old (Healthy People 2010). The current Montana WIC breastfeeding initiation rate per CDC Ped-NSS 2003 data is 74.76%. The current Montana WIC breastfeeding rate at 5-6 months per CDC Ped-NSS data is 30.8%.

Nutrition Services Standards

Provide valid and consistent nutrition information and services to all participants.

Objective	Completed By
Continue working with Local Agency staff to complete development of nutrition education and breastfeeding promotion and support plans to include measurable goals and objectives that can be utilized for multiple service areas.	Sep. 30, 2005
Review and complete changes/updates to draft competency based training modules. Update two additional competency based training modules (pregnancy and toddler nutrition).	Sep. 30, 2005

Breastfeeding Objectives

Promote, support and protect breastfeeding in the state of Montana.

Objective	Completed By
Develop and expand infant feeding assessment tool which includes further questions on breastfeeding.	Oct. 31, 2004
Policies, guidelines and procedures for issuance of breast pumps have been established. Continue with breast pump program as established.	Sep. 30, 2005
Distribute Native American Breastfeeding Posters and Native American and Alaska Native Breastfeeding Guides to all Montana WIC Clinics and share at the State and Federal level.	Oct. 31, 2004

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Request OA funds to purchase necessary breastfeeding education materials for all pregnant participants in the Montana WIC program to be used in classes and one-on-one education at the clinic level, including the Noodle Soup book “Why Should I Nurse My Baby”.

Jan. 31, 2005

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Montana WIC Program 2004 Goals, Objectives, and Follow-up/Evaluation

Caseload Management Plan Objectives: Update and revise the caseload management plan to determine supportable caseload levels.

Objective	Completed By
Evaluate statewide monthly caseload and forecast expected level for three-year period.	On-going
On-going goal/objective. Montana's caseload decreased by 3.39% from FY03 to FY04 (see Affirmative Action Plans.)	
Revise three-year forecast of revenues for food and program services and administration.	On-going
On-going goal/objective. Not accomplished in FY'2004, will continue to work on in FY'2005.	
Implement Outreach Plan and increase participation to 73% of estimated eligibles.	On-going
On-going goal/objective. FY'2005 Affirmative Action Plan estimates participation at 68.27%. Continue to work to increase participation.	
Complete revision of caseload management plan.	On-going
On-going goal/objective. Continued conference calls between the State WIC Office and Steering Committee Members to discuss all aspects of the Montana WIC Program (caseload management, funding, communication, etc.)	

Program Plan Objectives: Program enhancement within Family and Community Health Bureau.

Objective	Completed By
Cooperate and assist with Family & Child Health Dental Health goals	On-going
On-going goal/objective. Ordered and distributed "Lift the Lip" video for WIC Local Agency staff.	
Complete work on establishing Memorandum of Understanding (MOU) with other Child/Nutrition Programs (MCH, Immunizations, Head Start)	On-going

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On-going goal/objective. Is currently being revised with an estimated completion date of June 30, 2005.

Coordinate training activities with other Maternal and Child Health programs.

On-going

The Spring Public Health Meeting was held in May 2004. The restructuring project was presented by U of M contractors. Sessions throughout the conference were appropriate for WIC staff as well as other attendees. The 2005 meeting is in the early stages of planning and will be a coordinated effort with public health programs.

Implement Customer Service/Satisfaction Surveys

On-going

A survey tool eliciting ratings on nutrition education benefits will be created for future use in 2005.

Review and update Administrative Rules for the Nutrition Section

On-going

The Administrative Rules of Montana governing the Montana WIC Program were selected. Revision was begun, but has not been completed.

Information Services Objectives: Revise the WIC Automated System.

Objective	Completed By
Enhance WIC Automated system contingent upon funding and approval of Farmer's Market, which could impact other objectives.	On-going
After completing the review of the 2000 Requirements Analysis, a review and prioritization was made of items to improve the current WIC Automated System. Two projects have been initiated, migration of the system to an Oracle base and web access to adjunctive income eligibility information. As time and funding permits, projects will be completed.	
Update the WIC Automated Procedure Manual to include documentation for all USDA mandated revisions not yet documented. This will include newly coded Revision 5 optional procedures (mandated Revision 5 modifications effective October 1, 2000) and all Revision 6 procedures (mandated by October 1, 2002) as well as other WIC-initiated processes integrated into the WIC automated data processing system.	On-going
Revision 6 was rolled out in July 2004. Additional enhancements to Revision 5 will be rolled out by September 30, 2004. Documentation of the changes has been made to the manual.	
Upon our exit from the Four State Consortium, the WIC Information	On-going

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Services Unit programming staff of the Montana State WIC Program State Office will enter into a new partnership with the Department of Health's Operations & Technology Division to plan, design and develop a new WIC Automated Data Processing System and deliver it into use in a timeframe better suited than what was proposed by the original Four State Consortium..	
Montana WIC entered into a partnership with DPHHS OTD. Review of the 2000 Requirements Analysis was completed and when additional funding is obtained, the next phase of the project will proceed.	
On-going participation in the statewide WIC/SOPHI rollout as part of the Public Health Data Systems IDEA Project. The interface between WIC and SOPHI is web-enabled to provide for a streamlined intake process and automatic referrals within service areas with signed client authorization.	On-going
The SOPHI roll out has been placed on hold.	
Complete the fourth year of purchases and installations of the approved four-year, statewide computer equipment replacement plan.	On-going
Funding was not received for the fourth year of purchases. Equipment was replaced as necessary from additional equipment purchased with funds from the prior year.	
Establish a formal, standing Technical Advisory Committee to provide cogent, strategic technical advice and guidance to the Montana State WIC Program's Information Services Unit.	August 2003
A formal, standing Technical Advisory committee was established and has been active in the review of the 2000 Requirements Analysis and will participate in the web access to adjunctive income eligibility information project.	
Develop and implement an Integrated Administrative Database that will provide cross-unit benefits.	Sep. 30, 2004
This objective has been completed.	
Integration into DPHHS Operations and Technology Division's Automated Service Incident Reporting System which will provide tracking for usage of all WIC Information Services Unit Personnel Resources; incident tracking and history; diagnostic and evaluative reporting mechanism.	Sep. 30, 2004
In July 2004, WIC began using the HEAT System for reporting and tracking Help Desk calls	

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and responses.

Expanding Communications Workstations Support to remove the need for the WIC Central Processing Computer Computer to make overnight upload and download calls to each networked and stand alone local agency service site.

Sep. 30, 2004

This will be completed by October 2004.

Evaluate the plausibility of a CITRIX-based communications infrastructure for the WIC Information Processing Enterprise.

Sep. 30, 2004

We did not receive funding for this project and were unable to meet this objective within normal funding.

Contract Services Objectives: Improve contract service and reimbursement of local agency contracts.

Objective	Completed By
Work with funding formula committee to review/evaluate and make recommendations to change the funding formula.	On-going
Funding Committee has discussed via conference calls various methods of funding to use for regional contracts. Recommendations were passed on to the Steering Committee.	
Evaluate feasibility and impact of setting up contract regions for Local Agency WIC Clinics.	On-going
Restructuring Committee continues to discuss various options in regards to restructuring/regionalization. Will continue to work on this objective in FY'2004.	

Retailer Services Objectives: Fully implement the Retailer Management System of the Automated WIC System in order to protect the integrity of the food delivery system for the Montana WIC Program.

Objective	Completed By
Continue upgrading and improving Retailer State Plan regulations.	Sep. 30, 2005
The "Retailer" chapter of the state plan has been updated and changes made in the stocking requirements for the two larger levels.	
Ensure necessary state rules and regulations are in agreement with all	

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elements of the federal food delivery rule.	On-going
Started but not completed. Montana state rules concerning WIC have been obtained and a review started. Where most of the rules simply reference the federal regulations, it has to be decided if this is sufficient or if specific language needs to be written/submitted for approval through the DPHHS Legal Unit.	
Revise, reformat and print new Retailer Reference and Local Agency Retailer Coordinator Manuals.	On-going
Accomplished. Various materials, such as the participant handbook, have been updated.	
Request Operational Adjustment funding for new retailer and participant training videos. Investigate usefulness, availability and costs for retailer training DVD's.	On-going
Request submitted, but not funded. The request will be resubmitted in FY05.	
Contact old members of retailer advisory committee and seek new members to activate the Retailer Advisory Committee.	On-going
Not Started. The Retailer Advisory Committee lost its chair and has not been utilized since. Current plans are to reactivate the committee in FY05.	
Create and distribute new picture food lists for both participants and retailers.	Nov. 1, 2004
Started but not completed. The Retailer Services works with the State dietitians to determine which new foods should be added to the current list and what items, if any, should be discontinued. Several topics have been discussed, such as possibly discontinuing the authorization of plastic-bottled juices due to the easy confusion of the 46 and 64 ounce sizes, as well as its decreasing availability. Due to limited state funds, it was agreed that we will continue with this project with an estimated printing and distribution schedule of October 2004 and effective date of November 1, 2004.	

Nutrition Services Goals: Provide valid and consistent nutrition information and services to all participants.

Objective	Completed By
Local Agency training on the development of nutrition education, breastfeeding promotion and support and outreach plans is tentatively scheduled for Spring 2004.	Sep. 30, 2004

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Training was performed for designated staff on May 10, 2004.

Create three additional competency based training modules including nutrition education, documentation certification and revise the civil rights module.

Jan. 31. 2003

On-going. Drafted two modules and updated breastfeeding modules. Will continue working on this goal in FY05.

Breastfeeding Objectives: Promote, support and protect breastfeeding in the state of Montana.

Objective	Completed By
Develop and expand infant feeding assessment tool which includes further questions on breastfeeding.	Oct. 31, 2003
A draft copy of an expanded infant feeding assessment tool has been reviewed by Local Agency staff. The completed revised tool would have been unnecessary once we had our new computer system in place. The new computer system has been put on hold and the completion of the expanded infant feeding questionnaire has been rescheduled for completion by October 31, 2004.	
Expand the number of Local Agency sites issuing electric breast pumps by five..	Sep. 30 2004
We began with 10 contracts for breast pump pilot sites. As of July 2004, we have 16 clinics now issuing electric breast pumps with an additional 3 issuing manual breast pumps only. In addition, 12 Local Agencies lend or rent hospital grade multi-user breast pumps.	
Research and design a breastfeeding poster which includes the cultures of the Native American populations in Montana.	Sep. 30, 2004
Photos were taken of 19 Native American Montana women and two posters have been researched, developed and designed.	

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Organizational Structure

State Agency Staffing Pattern

The WIC Program is located in the Nutrition Section of the Family and Community Health Bureau, whose Bureau Chief reports to the Health Policy and Services Division Administrator, Department of Public Health and Human Services. The Director of DPHHS reports to the Governor.

WIC Staff

- **Health Services Manager:** 1.0 FTE (Full Time Equivalent), currently filled by Chris Fogelman, MPH, RD. Designation: Nutrition Section Supervisor

Position Requirements: Degree in Business, Nutrition, Public Administration or Public Health (preferably with major work in health, human services, administration or nutrition).

The incumbent is responsible for administration of the WIC and FMNP Programs in Montana.

- **Administrative Assistant:** 1.0 FTE, currently Vacant Designation: Office Manager

The incumbent has responsibilities for: office management; local WIC program name, telephone and address changes; orders for forms; local WIC program signature cards; inventory control; equipment purchases; filing/records management; travel arrangements; competency testing records; and continuing education records and various administrative support functions for FMNP.

- **Human Services Specialist:** 1.0 FTE, currently filled by Joyce Taranik Designation: Administrative and Retailer Section Lead

The incumbent has responsibilities for: development, implementation and administration of the WIC/FMNP Programs as it relates to the administration of grants, service delivery through contracts with WIC local agencies, retailers and oversight of other contracts related to benefit delivery including but not limited to banking services, infant formula rebates. This position serves as the technical lead of the Administrative and Retailer Section Unit.

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- **Program Specialist:** 1.0 FTE, currently filled by Michelle Sanchez. Designation: Administrative and Retailer Section Member

The incumbent has responsibilities for: contract management and expenditure reports; caseload management; writing instructions for implementation of policies on categorical and financial eligibility; training of local program staff on the automated WIC system; monthly reports (potential duals, racial/ethnic, participation and waiting lists) and duties as assigned related to contracting, expenditure reimbursement and monitoring for FMNP.

- **Program Specialist:** 1.0 FTE, currently filled by Trish Buck. Designation: Administrative and Retailer Section Member

The incumbent has responsibilities for: retailer agreements; retailer data system; retailer and retailer coordinator training; retailer report updates; retailer newsletter; retailer coordinator newsletter; policies concerning food instrument redemptions and corrections; instructions to implement policies concerning infant formula rebate reporting; policies for retailer on-site visits; policies for retailer training, both manual and on-site; handling participant complaints; handling retailer complaints; writes policies for retailer and participant fraud; TIP reporting and creating and reviewing training materials for retailers and participants and duties as assigned for FMNP.

- **Program Specialist:** 1.0 FTE, currently filled by Leyetta Way. Designation: Administrative and Retailer Section Member

The incumbent has responsibilities for: retailer contract record-keeping; review and approval of rejected checks submitted by retailers; works with retailers and bank to provide payment for checks lost in the banking system; WIC System food price updates; bank output control monitoring; distribution of newsletters, surveys and training materials for retailers, retailer liaisons and participants; and maintaining mailing lists for retailers and retailer liaisons and duties as assigned for FMNP.

- **Information Systems Technician:** 1.0 FTE, currently vacant. Designation: Information Services Unit Member

The incumbent has responsibilities for: WIC System Help Desk; system trouble-shooting; technical assistance to Local WIC Programs; WIC System Training; maintaining all technical manuals and WIC Information Services publications; food instrument inventory and duties as assigned for FMNP.

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- **Information Systems Specialist III - Applications:** 1.0 FTE, currently filled by Steve McKinney. Designation: Information Services Unit Member

The incumbent has responsibilities for: technical aspects of the WIC Automated Data Processing System; performs professional and technical training and planning, and implementation duties for WIC computer systems; defines and delineates problems, establishes system requirements, and prepares specifications to include inputs, outputs, processing, and linkages with other application systems in order to provide data elements necessary for program management, evaluation, and reporting and duties as assigned for FMNP.

- **Information Systems Specialist III - Applications:** 1.0 FTE, currently filled by Mark Walker. Designation: Information Services Unit Member

The incumbent has responsibilities for: technical aspects of the WIC Automated Data Processing System; performs professional and technical training and planning, and implementation duties for WIC computer systems; defines and delineates problems, establishes system requirements, and prepares specifications to include inputs, outputs, processing, and linkages with other application systems in order to provide data elements necessary for program management, evaluation, reporting; fulfills duties as Information Services Unit Project Manager and lead staff member of the Information Services Unit; and duties related as assigned for FMNP.

- **Nutritionist:** 1.0 FTE, currently vacant. Designation: Nutrition Services Section Member/State Breastfeeding Coordinator

Position Requirements: Master's Degree in Nutrition; two years experience in public health nutrition. Must be a registered dietitian and a licensed nutritionist in Montana.

The incumbent has responsibilities for: nutrition policy decisions; nutrition education resources for WIC women; nutrition education; nutrition education plan; training & education; local WIC program staff competency testing; continuing education approval; continuing education credits; nutrition eligibility; food packages; authorized foods; technical advice about high risk participants; pediatric nutrition education resources; nutrition surveillance; WIC outreach; and authorization of special formulas and duties related to nutrition education and monitoring as assigned for FMNP.

- **Nutritionist:** 1.0 FTE, currently filled by Kim Mondy, RD. Designation: Nutrition Services Section Member/State Nutrition Coordinator

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Position Requirements: Master's Degree in Nutrition; two years experience in public health nutrition. Must be a registered dietitian and a licensed nutritionist in Montana.

The incumbent has responsibilities for: nutrition policy decisions; nutrition education resources for WIC women; nutrition education; nutrition education plan; training & education; local WIC program staff competency testing; continuing education approval; continuing education credits; nutrition eligibility; food packages; authorized foods; technical advice about high risk participants; pediatric nutrition education resources; nutrition surveillance; WIC outreach; and authorization of special formulas and duties related to nutrition education and monitoring as assigned for FMNP.

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Financial Management Services

Description of Services

State WIC Agency responsibilities:

- Determine distribution of food dollars and administrative funds to local programs. Administrative funds for local programs are determined by review of local program operations, local budget requests and funding allocation methodology.
- Determine budget for State WIC Agency.
- Pay local programs monthly in accordance with contract on expenditure report requests. Local programs must send in expenditure reports for the previous month's expenditures by the 28th of the next month, unless other arrangements have been made. Warrants are issued by the State WIC Agency and payments are received by the local programs.
- Make drawdowns against the letter of credit by "Request for Funds" form TFS-5805. Funds drawn are based on current average expenditures for the state WIC agency as reflected in the MTPRRIME System, and on current requests for reimbursement from local programs. A request is made to USDA for the estimated amount needed for no more than 3 days of operation.
- Maintain documented, accurate and ongoing reports of State WIC Agency expenditures via the MTPRRIME system. Financial records are maintained which account for all expenditures and letter of credit withdrawals for the Montana WIC Program.

The MTPRRIME System meets all basic accounting principles as outlined in OMB Circular A-102. The accounting system complies with all general legal provisions and fully discloses the financial position and results of financial operations of the WIC Program.

The accounting system is organized on a fund/account basis (accounting entity). An accounting entity is defined as an independent fiscal entity with a self-balancing set of accounts provided to record assets or other resources together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of carrying on specific governmental activities or attaining certain objectives in accordance with specific regulations, restrictions or limitation.

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All financial records and reports are prepared at least monthly and at the close of each fiscal year covering all accounting entities and financial operations of State government.

As a rule, expenditures are charged to the fiscal year in which they were incurred. Expenditures are recorded on the basis of valid obligations when contractual agreements overlap fiscal periods.

- Operate data processing system for reconciliation of food instruments.
- Negotiate contract with banking institution to process food instruments and pay food retailers.
- Notify and request prior approval from FNS for any equipment purchases exceeding \$5,000.00.

Distribution of Administrative Funds

Funding is dependent on Federal Grant Award received.

- Start-Up Funds: If and when expansion monies are available, any new local programs will receive start-up funds in accordance with DPHHS contractual policy and applicable State law.
- Administrative and Program Services Costs: Administrative awards to local programs will be based on served caseload bands or “per participant funding”, an inflation factor and consideration of other factors. Caseload is based on an average of actual participants served during most recent six or 12 months of participation information, whichever is higher.

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Information Services

Introduction

The Information Services Unit of the WIC State Office conducts the day-to-day activities in support of all computer systems supporting the WIC program by providing a hardware and software environment to sustain the State Central Processing Computer, State Office and Local Agency WIC systems, VMS (Vendor Management), AWACS (Agency Wide Accounting and Client System) and SABHRS fiscal support systems.

The Information Services Unit runs unattended nightly processing which updates the Central Processing Computer system with certification, food instrument issuance and related bank payments and other updates to participant records. The Central Processing Computer is a master repository of the information held on Local Agency WIC systems. This information is used for monthly reporting, aggregating data and to rebuild clinic systems if necessary.

Reports

Daily: The daily report provides information on clinic upload/download status and file transfer, possible dual participant, food instrument information and errors in processing, etc.

Monthly: Several monthly reports are run. The WIC monthly reports provide information on participation data, potential duals, waiting lists, racial/ethnic data and food dollars spent.

The VMS monthly report provides information to the VMS section regarding food instrument information on a vendor basis to identify fraud and abuse.

The Infant Formula Rebate is run to identify amounts of formula that should be included in the infant formula rebate program utilizing the VMS.

Adhoc: Reports are frequently run at the request of local agency staff, legislature and other political parties.

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Nutrition Services

Introduction

The Nutrition Services Section of the State Agency is responsible for ensuring that the nutrition component of the WIC program is in compliance with the Federal Regulation.

State Agency Responsibilities

In the provision of nutrition education the Nutrition Services Section is responsible for:

- development and coordination of the nutrition education component of the Montana WIC Program including section goals for program operations;
- establishing standards for nutrition/medical eligibility;
- collecting and analyzing program nutrition data for use in program planning and evaluation;
- providing in-service training and technical assistance to local agency staff in matters of nutrition education and management of breastfeeding;
- identifying or developing resources for nutrition education and breastfeeding promotion and management;
- establishing standards for the provision of nutrition education and breastfeeding education;
- establishing standard for breastfeeding promotion and support;
- developing and implementing procedures to ensure that nutrition education is offered to all participants or the parent/guardian of infants and children; and
- evaluating local agencies nutrition education activities (including those for breastfeeding) and ensuring compliance with the nutrition education provisions in the Federal Regulations.

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Retailer Services

State Agency Responsibility

The State WIC Agency Administrative and Retailer Unit assumes responsibility for the creation and distribution of the following:

- Retailer training materials; newsletter
- Coordinator training materials; newsletter
- Selected participant handouts (in conjunction with the Nutrition Services Unit)
- Participant Fraud Complaints
- Retailer Fraud Complaints
- Selecting/scheduling retailer visits
- Compliance purchases
- Organize/schedule annual retailer/retailer coordinator training
- Retailer applications review and subsequent contracts
- Retailer selection criteria

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Federal Reporting Requirements

Reports

The following are required Federal reports:

Report Title	Person Responsible for Preparing and Accuracy of Report	Date Due
FNS-798	Joyce Taranik, Human Services Specialist, (406) 444-6369	Monthly - by the 30th
FNS-798 Close Out Report	Joyce Taranik, Human Services Specialist, (406) 444-6369	120 days after FYE
FNS-654	Joyce Taranik, Human Services Specialist, (406) 444-6369	Annually - August 30
TIP Report	Trish Buck, Program Specialist, (406) 444-5530	Annually - January 31